

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
26 January 1973

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1. Field Use of Fitness Report: [REDACTED] met with

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[REDACTED] and representatives from the Clandestine Service, SIPS and others to discuss the Field Fitness Report Form. The group agreed tentatively that one form would suffice for field use. Fitness Reports on the very few career provisional employees in the field can be handled by designating such reports as "Career Provisional Reports." Those in the group who were concerned with the classification of the Field Fitness Report Form also agreed tentatively to classification of the Form itself as "Confidential." It is the responsibility of the rating and reviewing officials to assign a higher security classification to the completed document if appropriate.

2. Part-Time Clerical Employees: We now have 14 clerical part-time applicants in process in response to our bulletin on 6 December. WARO received approximately 120 telephone inquiries and has held 32 interviews and submitted 18 applications.

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3. Summer-Only Program: On Saturday, 27 January, 76 summer-only applicants were tested and medically processed. Previously, 105 young people have been in for this processing and others are scheduled for 3 and 10 February.

4. Transportation Survey: Beginning the week of 15 January, we loaned four people from TAS (Pool) to the Office of Logistics to survey the Agency shuttle service. The detailees have been riding buses and making usage reports. The survey will end on 9 February.

5. Housing for Co-Ops: In an effort to do all possible to assist our co-op students in finding suitable housing, [REDACTED] has:

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a. Sent a questionnaire to each of our co-op offices asking for detailed information about present housing arrangements and future housing requirements for their co-op students.

b. Written Northeastern University for detailed information about their leasing of an apartment house for their co-op students working in Washington.

c. Urged the Chairman of the Program Committee for the Southeastern Regional Co-op Conference in April to put housing on the agenda for discussion.

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6. Position Management: PMCD has completed discussions with

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██████████ operating officials on their proposed reorganization. A

Staffing Complement Change has been issued covering ██████████ positions.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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